

## **Instructions for Authorized Leave of Absence Without Pay**

### **Hawaii Employer-Union Health Benefits Trust Fund (EUTF)**

**LEAVE OF ABSENCE WITHOUT PAY** When an employee's leave of absence without pay is approved by the employer, the employee has the opportunity to either cancel health benefit plan enrollments or continue the enrollment during the LWOP. If the employee elects to continue health coverage and the employer will continue to pay their portion while under LWOP, the employee's entitlement to health benefits continues without interruption. However, since there will be no payroll deduction, the employee is required to submit payments to the EUTF for the portion not covered by the employer. If the employee elects to cancel health benefits while on LWOP, the employee may re-enroll in the same benefit plans upon return to work.

1. Employee elects to cancel enrollment:

- a. Employee must submit an EC-1
- b. Completes Items 1 & 2 (SSN and name), enters "D" in the Action column for each of the plans the employee is canceling.
- c. The employee should also enter "LWOP – canceling health benefits" in the Comment field on the second page of the form.
- d. The employee signs the form and submits it to the Personnel Office.
- e. A representative of the Personnel Office signs the bottom of the second page and forwards a copy to EUTF.
- f. The employee must then re-enroll in the same benefit plans upon return to work.

2. Employee elects to continue enrollment:

- a. The DPO should complete the Form L-1, Authorized Leave of Absence Without Pay form, mail or fax a copy to EUTF and provide a copy to the employee.
- b. Go to our website, [www.eutf.hawaii.gov](http://www.eutf.hawaii.gov), and to determine the employee's portion of the premiums.